

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** June 6, 2016  
**CC:** All Departments



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**Town Administrator:** This past week was a four day week with the Town Offices and non-essential departments closed on Monday. Activities for the week included a tour of the Moultonborough Historical Society building and the wonderful displays in the museum. On Wednesday I represented the Town at a strategic planning discussion with the president and other members of the NH Electric Co-op. Thursday afternoon bids were opened for the Town surplus property sale and Thursday evening I attended the regular meeting of the Select Board. This coming week our June Department Head meeting will be held at 9 a.m. on Tuesday. Also on Tuesday, at 1 p.m. I will represent the Town at the meeting of Blue Loon Transit Group. Wednesday at 10 a.m. I'll attend an update meeting on the Moultonborough Bay Inlet study. Work continues on issuing and awarding several contracts for equipment purchases and construction projects across Town departments. The search for a new Town Planner and DPW Director continues with the DPW Director Search Committee planning to meet next week to schedule interviews. I'll be out of the office Wednesday afternoon through Friday attending the NH Municipal Managers Association's annual conference. Have a great week everyone!

**Finance:** Nothing to report this week.

**Assessor:** Nothing to report this week.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** Truck 6 had the sander removed and was shipped to Portsmouth for repair from the rollover accident this winter. Truck 10 was taken repairs in Albany for transmission replacement after receiving 3 quotes for the service. The loader was greased, scrap pile cleaned up and the shop emptied of equipment so the floor could be pressure washed. Randall Road had an area wash out which was addressed by repairing the shoulder, cutting back the bank and adding 3-6 stone. Hazardous trees were marked on Far Echo and Top Notch Road and are scheduled for removal. Bales of mulch hay were purchased from to be used on the shoulders of Ames Road after the loam and seed were put down on both sides in the area of last year's Road Project. The ditches were cleaned on both sides of a private driveway on Hanson Mills Road and ditching was done on the Neck Road and Shaker Jerry past the first set of mailboxes. Grading was done on Greene's Basin across from the field and overhang branches removed from Paradise Drive. Six loads of wood chips were loaded and sent out to three local vendors. The crew raked States Landing and Long Island beaches on Friday for the weekend. Agent Kinmond met with the Town Engineer to review the road projects and design work for Paradise Drive. An agreement was made, regarding to curb or not curb. Due to difficulty in directing water it was determined that curbing was needed to channel run off to basins and drainage runoff areas. The Engineer will be doing estimating and report to Agent Kinmond to

finalize the program for bidding. The Engineer also met with Foreman Wakefield and EO Wolanek regarding the road projects and treatments. Agent Kinmond spoke with Foreman Wakefield regarding the planning and scheduling for replacement of drainage and ditching on road project areas. Agent Kinmond prepared the Staff Report for the 10 wheeler up fit for the dump body, plow hitch & plows and sander.

**Facility & Grounds Division:** The crew disposed of three batteries upon request from the PD, measured the roof and shot grades for the roof height for the single stream area at the WMF, then got pricing for materials and submitted to the TA. The transfer was made from the hot water boiler over to domestic water heater at the Neck fire station. Trash was picked up at the Lee's Mills boat launch and beaches, trimming was done at the Lions Club and the ballfields were mowed at the Playground. The crew removed the old grass clippings from the Playground and delivered to the Lions Club for their compost pile. The Pickle Ball court was cleaned and trash picked up at the Playground. Regular building checks, trash and recyclables were done at the Town buildings.

**WMF Division:** This week we shipped scrap metal, single stream recyclables, demo, MSW, electronics, and 58 units of appliances were pumped of Freon gas. The crew Installed speed bumps for the summer season, met with Mike K to start plans for the roof project over the single stream area.

**Other Items to Report:** By now we usually have loam at the WMF for residents use. However, this involves the rental of a screening machine. That rental has been delayed due to the machine being broken and parts are on order. We hope to get this rental to WMF before too much longer.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 888 log entries, which included the following calls for service, 105 motor vehicle stops, 22 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 10 complaints, 3 MV Accidents, 7 MV Complaints, 10 residential alarms, 2 commercial alarms and 4 K-9 complaints.

Training: June 1, 2, 3<sup>rd</sup>, Off. Mike Bagan attended HGN/SFST training.

**Moultonborough Fire Department:** Year to date there has been 325 calls for emergency service. For the period of 5/27/16 to 6/02/16 there were 19 calls for service: (12) EMS calls; (1) Motor vehicle accident with injuries; (1) Police matter; (5) Fire Alarm/Smoke Detector Activations.

Moultonborough received automatic aid from Center Harbor on four incidents and from Tuftonboro for one incident.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:37 min/sec

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 6:07 min/sec

Overall Average Day Time Manpower per incident: 3 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 12:38 min/sec

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

There was one instance of overlapping incidents (two incidents ongoing simultaneously)

**Office of Development Services Planning:** Nothing to report this week.

**Human Services:** Nothing to report this week.

**Recreation Department:** Last week, the Youth Softball and T-Ball program wrapped up for the season. The Mother/Son: A Knight to Remember was postponed due to low registrations for the event. The event will be rescheduled on a day to be determined. On Saturday, June 4, summer counselors attended the Wink Tapply Playground Leaders' Workshop at the Wink Tapply Center in Bristol, NH and was filled with informative sessions to prepare our counselors for a successful camp season. On Tuesday, June 7, MRD will host our local Granite State Track Meet. We are expecting 4-6 teams from various towns to participate in the event and is being held at the Community track on Blake Road, beginning at 4:15 p.m. The adult fitness program at the Recreation Department is expanding. We are now offering the following fitness classes, with various certified instructors: Vinyasa Yoga, Gentle Yoga, Strength and Toning, Pilates, and Outdoor Boot Camp. The schedule can be found on the Adult Programs page on our website. Patrons have until June 8 to take advantage of the Early Bird Registration discount for our summer day camps. After June 8, the fee increases. The deadline for day camp registrations is June 22.

**Important Dates to Remember**

**Board of Selectmen's Meeting, June 9, 2016, 7 PM**

**Board of Selectmen's Meeting, June 16, 2016, 7 PM**

**Board of Selectmen's Work Session, June 23, 2016, 4 PM**

**\*Staff Meeting, Tuesday – June 7, 2016, 9 AM\***